



Republic of the Philippines  
Province of Cebu  
Municipality of San Francisco  
**OFFICE OF THE BIDS AND AWARDS COMMITTEE**  
San Francisco, Cebu

## INVITATION TO BID

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### INVITATION TO SUBMIT PROPOSAL FOR INVITATION TO BID FOR THE PROCUREMENT OF SUPPLIES AND MATERIALS FOR SUROY SUROY SA SUGBO 2024.

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Notice is hereby given that the articles listed at the back hereof will be submitted for public bidding at the Mayor's Office, Municipality of San Francisco, Province of Cebu on **May 02, 2024, at 2:00 P.M.** in the **BAC Office Building, Municipality of San Francisco, Cebu.**

Eligible bidders shall submit their bids through their authorized managing officer or their duly authorized representative using this official form including its annexes on or before **May 02, 2024, at 2:00 P.M.** in three (3) separate sealed envelopes, the first containing the technical component of the bid **with the expression of interest** and the second containing the financial component of the bid, with the name of the contract to be bid and the name of the bidder in capital letters, addressed to the BAC. Bidders shall mark two envelopes; "DO NOT OPEN BEFORE (date, time, and opening of bids)." Both envelopes shall then be sealed in an outer envelope, which shall be addressed to the BAC and shall be marked as specified.

Bids submitted after the deadline on **May 02, 2024, at 2:00 P.M.** shall not be accepted.

Bidders may modify their bids, provided that this is done before the deadline for the submission and receipt of bids. A bidder who modifies its bid shall not be allowed to retrieve its original, but shall only be allowed to send another bid equally sealed, properly identified, linked to its original bid and marked as a "**Modification**" thereof, and stamped "**received**" by the BAC. Bid modification received after the applicable deadline shall not be considered and shall be returned to the bidder unopened.

Bidders may withdraw their bids before the deadline for the receipt of bids through a letter. Withdrawal of bids after the applicable deadline shall be subject to appropriate sanctions as prescribed in IRR-A. A bidder that withdraws its bid shall not be permitted to submit another bid, directly or indirectly, for the same contract. A bidder may also express its intention not to participate in the bidding through a letter, which should reach and be stamped and received by the BAC before the deadline for the receipt of bids.

Each bid must be accompanied by a Bid Security in Cash, Certified Check, Cashier's Check, or Manager's Check, in the amount in **PESOS** equivalent to two percent (2%) of the approved budget for the contract to be bid as a guarantee that the successful bidder shall, within ten (10) Calendar Days, from receipt of the NOTICE OF AWARD, enter into a contract with the Municipality of San Francisco, Cebu. No Bid Securities shall be returned to bidders after the opening of bids and before contract signing, except to those that failed to comply with any of the requirements to be submitted in the first envelope of the bid, as provided in IRR-A. It shall be returned only after the bidder with the lowest calculated responsive bid has signed the contract and furnished the Performance Security, also in Cash, Certified Check, Cashier's Check, Manager's Check, Bank Draft, or irrevocable letter of credit in the amount equivalent to five percent (5%) of the total contract price, or in the form of a bank guarantee equivalent to thirty percent (30%) of the total contract price to guarantee the faithful performance by the winning bidder of its obligation under the contract prepared in accordance with the bidding documents and co-terminus with the final completion of the contract. The performance security shall be forfeited in favor of the Municipality of San Francisco, Cebu in the event it is established that the winning bidder is in default in any of its obligations under the contract. Performance Security may be released after the issuance of the Certificate of Acceptance.

Upon the winning bidder's failure to make delivery, when due, the supplier shall be liable for damages for the delay, and shall pay liquidated damages, not by way of penalty, an amount equal to **one-tenth (1/10) of one percent (1%)** of the cost delayed goods scheduled for delivery for every day of delay until such goods are finally delivered and accepted. Such an amount shall be deducted from whichever is convenient to the Municipality of San Francisco, Cebu. In no case shall the total sum of liquidated damages exceed fifteen percent (15%) of the total contract price, and in either case, the government shall automatically rescind the contract and impose appropriate sanctions over and above the liquidated damages to be paid.


It is requested that the bidder or his/her authorized representative be present to witness the opening of the bid. All bids received on time will, however, be opened with or without the presence of the bidder or his/her duly authorized representative.

The Municipality of San Francisco, Cebu reserves the right to reject any and all bids to waive any defect or informality of the bid proposals received to accept the offer it deems most advantageous to the government.

All terms and conditions in this advertisement and all terms, conditions, specifications, exceptions, quotations, and remarks on the bid shall ipso facto be constituted a part and parcel of the contract or Purchase Order for supplies.

SEE ARTICLES FOR QUOTATIONS  
AT THE BACK

Very truly yours,

  
**ENGR. RICHARD V. MANINGO**  
Chairperson



Advertisement No.:	129-2024	To Be Opened On:	May 02, 2024
Reference No.:		Opening of Bids Time:	2:00 PM
ALOBS No.:		Purchase Request No.:	24-04-231
Date:		Purchase Request Date:	April 17, 2024

Allocated Budget for the Contract (ABC) Php	365,400.00
Source of Funds:	

PURPOSE:  
**PROCUREMENT OF SUPPLIES AND MATERIALS FOR SUROY SUROY SA SUGBO 2024.**

ITEM NO.	ITEM & DESCRIPTION	UNIT OF MEASURE	QUANTITY	UNIT PRICE	TOTAL PRICE
1	Cold Towel	Pcs	800		
2	Customized Coco Bowl	Pcs	800		
3	Customized Coco Spoons	Pcs	800		
4	Token - Customized Bag, Customized Wood Holder Cellphone and Saucer, Abaca Fan	Pcs	800		
5	Customized Lies	Pcs	800		
TOTAL					

- NOTE:
- “Pass/fail” criteria to determine the eligibility of prospective bidders shall be used. As such, non-submission of the requested eligibility requirements will result in the disqualification of bidders.
  - Bidders are required to put their respective Bidder’s Bond either in CASH, CERTIFIED CHECK, CASHIER’S CHECK, or MANAGER’S CHECK, at 2% of the approved Budget for the contract to be bid. CHECK should be addressed to the Municipal Treasurer of San Francisco, Cebu. A bid proposal with no Bidder’s Bond will be disqualified automatically.
  - Bidding Documents may be purchased by interested Bidders from the BAC Office upon payment of the nonrefundable fee in the amount of 0.28% of the Approved Budget of the Contract (ABC). Bidding Documents shall be received personally by the prospective bidder or his/her authorized representative.

CERTIFICATION:  
**THIS IS TO CERTIFY** that the herein-quoted items are available.

\_\_\_\_\_  
(Name of Company)

\_\_\_\_\_  
(Signature of Bidder/Representative over printed name)

- Requirements:
- Expression of Interest (for inclusion in **Envelope A**)
  - Approved Mayor’s Permit **2024 of San Francisco, Cebu**
  - 5% VAT and 1% Percentage Tax to be deducted upon payment
  - DTI Business name registration or SEC registration Certificate
  - TIN and VAT Registration
  - ITR for the preceding calendar year
  - Bidder’s Bond of 2% of the ABC
  - Certificate of PhilGEPS Registration.

Please observe the following BAC activities and the corresponding schedules, to wit:

1. Pre-bid Conference:		Time:	
2. Receipts and Opening of Bids:	May 02, 2024	Time:	2:00 PM

**ELIGIBILITY REQUIREMENTS/DOCUMENTS TO BE SUBMITTED IN A CERTIFIED TRUE COPY**

(Note: The prospective bidder or its duly authorized representative shall certify under oath that each of the documents submitted in satisfaction of the eligibility requirements is an authentic and original copy, or a true and faithful reproduction or copy of the original, complete and that all statements and information provided therein are true and correct.

- I      Class “A” Documents
- A.   Legal Documents
- SEC Registration Certificate or DTI Business Name Registration
  - Articles of Incorporation
  - Valid and Current Business Permit

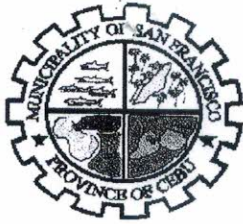
## LGU

Date:

Total Amount P	365,400.00
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**ALFREDO A. ARQUILLANO JR.**  
MUNICIPAL MAYOR





Republic of the Philippines  
Province of Cebu  
MUNICIPALITY OF SAN FRANCISCO  
SOLI-SOLI FESTIVAL 2024

ACTIVITY: SUROY -SUROY SA SUGBO 2024  
LOCATION: POBLACION , SAN FRANCISCO, CAMOTES , CEBU  
DATE: MAY 11-12,2024  
PROJECT COST: Php 1,500,000.00  
SOURCE OF FUND: FA FROM Governor Gwendolyn Garcia

DESCRIPTION : With the efforts of the Provincial Government of Cebu to promote the local tourism industry of its municipalities and to uplift the lives of its constituents, the Suroy-Suroy Sa Sugbo was born under the government of the Honorable Governor Gwendolyn F. Garcia.

The Program aims to promote Tourism by bringing in guests from around the country and the world to give them a firsthand experience of things that the localities have to offer and bring home wonderful stories to tell.

BUDGETARY REQUIRMENTS:	AMOUNT
Events Coordination and management at Lake danao & santiago	199,000.00
inclusions: venue set-up, sounds system, ledwall	
Cold Towels (800pcs)	32,000.00
Coco Bowls (800pcs)	44,000.00
Coco Spoons (800pcs)	28,000.00
Fuels	20,000.00
Promotional Materials	10,500.00
Souvenir Items /tokens (800pcs)	240,000.00
Meals Allowance for Working Committee	90,000.00
Lies	21,500.00
Dinner at Santiago for 800 guest and participants	480,000.00
Delicacies /Kakanin @ lake danao park	175,000.00
Pork Lechon (10 heads)	120,000.00
Lechon Baka ( 4thigh)	40,000.00
<b>TOTAL BUDGET</b>	<b><u>1,500,000.00</u></b>

Prepared by:

**NAIDA S. ARQUILLANO**

Chairman on Suroy -Suroy Sa Sugbo 2024  
Municipal Budget Officer

Approved by:

**ALFREDO A. ARQUILLANO JR.**  
Municipal Mayor



# PhilGEPS

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## Bid Notice Abstract

### Invitation to Bid (ITB)

**Reference Number** 10783590  
**Procuring Entity** MUNICIPALITY OF SAN FRANCISCO, CEBU  
**Title** PROCUREMENT OF SUPPLIES AND MATERIALS FOR SUROY SUROY SA SUGBO 2024  
**Area of Delivery** Cebu

<b>Solicitation Number:</b> 129-2024	<b>Status</b>	<b>Active</b>
<b>Trade Agreement:</b> Implementing Rules and Regulations	<b>Associated Components</b>	1
<b>Procurement Mode:</b> Public Bidding	<b>Bid Supplements</b>	0
<b>Classification:</b> Goods	<b>Document Request List</b>	0
<b>Category:</b> Office Equipment Supplies and Consumables	<b>Date Published</b>	24/04/2024
<b>Approved Budget for the Contract:</b> PHP 365,400.00	<b>Last Updated / Time</b>	24/04/2024 00:00 AM
<b>Delivery Period:</b> 7 Day/s	<b>Closing Date / Time</b>	02/05/2024 14:00 PM
<b>Client Agency:</b>		
<b>Contact Person:</b> Zenaida M Formentera BAC Member San Francisco San Francisco Cebu Philippines 6050 63-032-3164657 63-30-2291365 sanfrancamotes@yahoo.com.ph		
<b>Description</b>  1 Cold Towel Pcs 800 2 Customized Coco Bowl Pcs 800 3 Customized Coco Spoons Pcs 800 4 Token - Customized Bag, Customized Wood Holder Cellphone and Saucer, Abaca Fan Pcs 800 5 Customized Lies Pcs 800 <b>Other Information</b> Supplier/Bidders must download the attached documents in the associated component section.		

**Created by** Zenaida M Formentera  
**Date Created** 23/04/2024

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